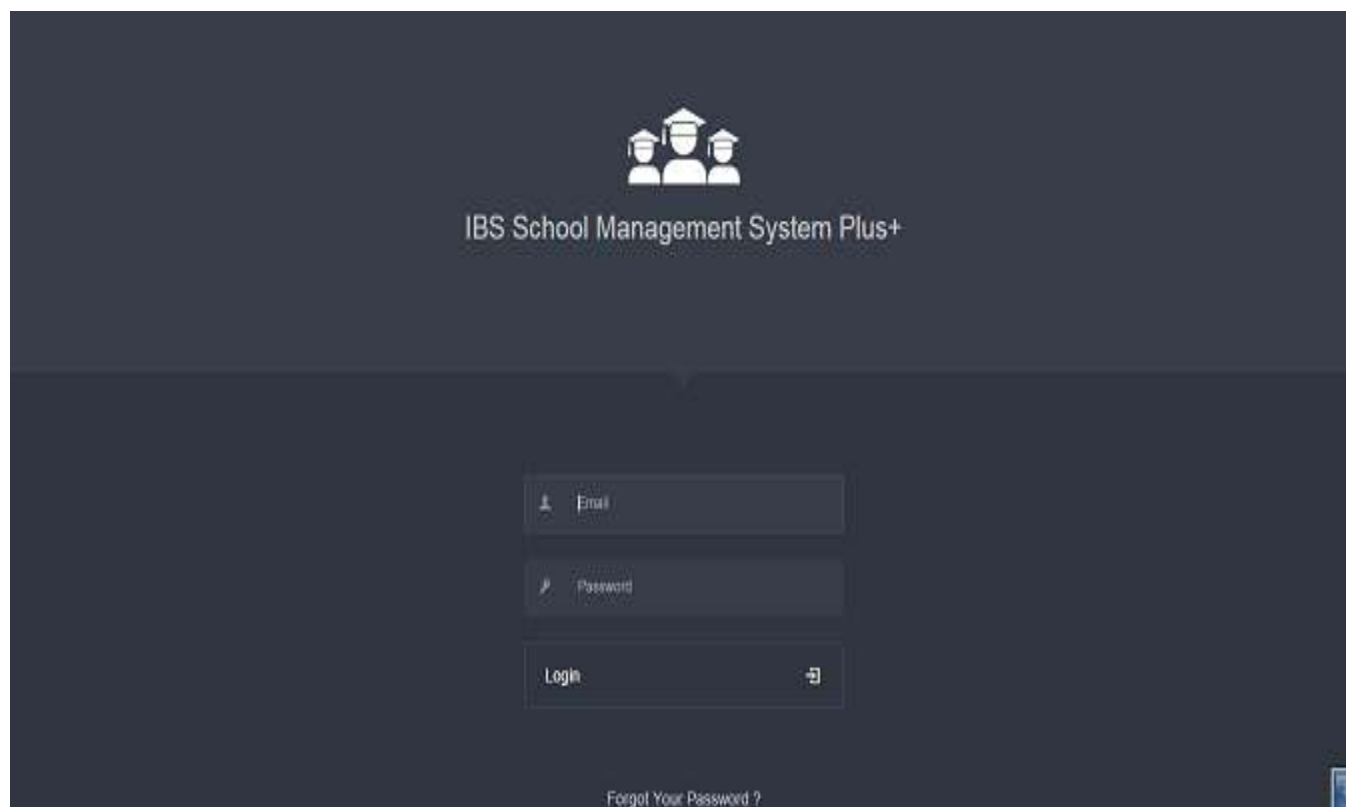




SIS-Student Information System User Guide

Intelligent Business Solution

onlinekhatta@gmail.com www.onlinekhatta.com





Project Details



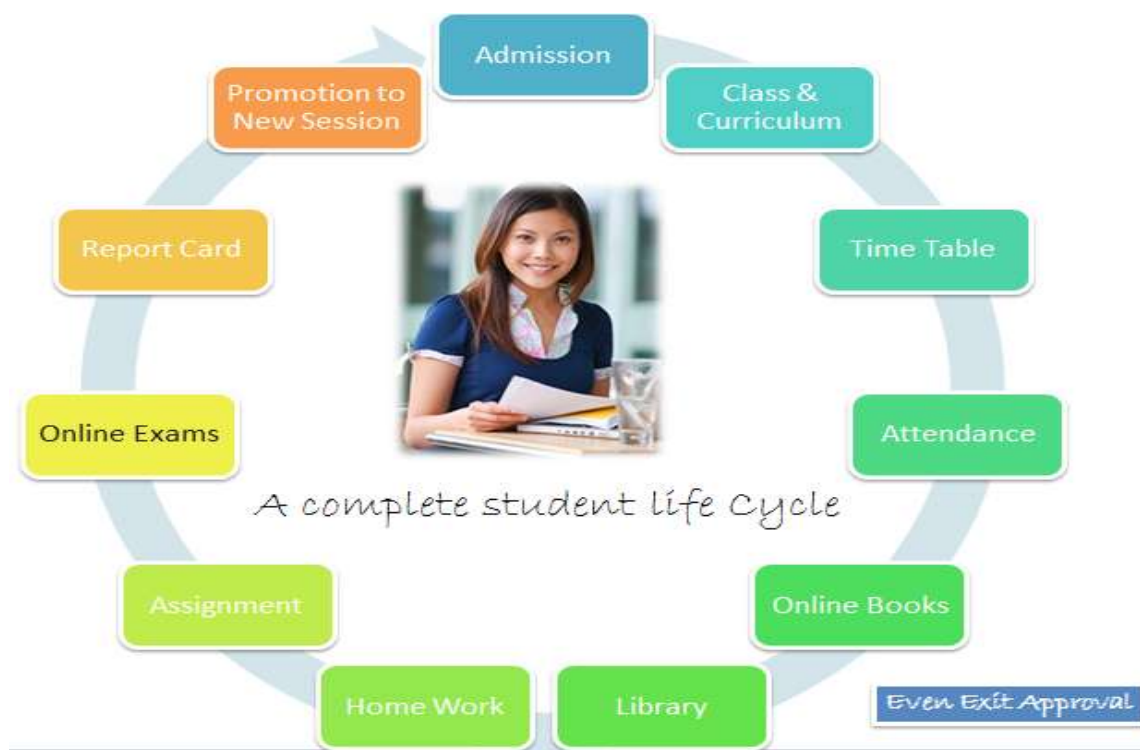
Project Identifier



User Manual Reference No.

IBS/MAN/SIS/2K15-3.4

SIS-Student Information System User Manual



DashBoard

Total number of students, teachers, parents and attendance of students for that day at a glance. Dashboard also holds a calendar for showing events.



Managing Students

Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

Admit Bulk Students

- From navigation go to student > admit bulk student
- Download the blank Excel file
- Fill up the informations
- Select class
- Upload the filled up Excel file
- Save



dashboard

student

Admit Student

Admit Bulk Student

Student Information

Student Mark Sheet

teacher

Parents

class

subject

class routine

Daily Attendance

exam

payment

Accounting

library

transport

dormitory

noticeboard

Message

settings

account

IBS School Management System 03044591771

adminLog Out

Add Bulk Student

Student Bulk Add Form

Select Excel File

Choose File

No file chosen

Download blank excel file

class

Select

Upload And Import

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Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections

The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu. The main content area shows the 'Student Information - class : Nursery' page. At the top of the main area, it says 'IBS School Management System 03044591771' and 'admin' is logged in. A 'Log Out' link is visible. Below the title, there is a table of students. The table has columns for roll, photo, name, address, email, and options. One student is listed: roll 12, name student A, email 1234@example.com. There is a search bar and a table filter dropdown set to 'All Students'. A 'Add New Student' button is in the top right. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

IBS School Management System 03044591771

admin Log Out

Student Information - class : Nursery

Add New Student

All Students Section Blue ()

10 per page Excel PDF Print Search:

roll	photo	name	address	email	options
12		student A		1234@example.com	Action

Showing 1 to 1 of 1 entries

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Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

Managing Teachers

- From navigation go to teacher
- Here you can see the list of teachers of your school in atabular form
- To add a new teacher, click the top right button named add new teacher and fill up the informations and save
- For editing or deleting a teacher information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting



- dashboard
- student
- teacher**
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

manage teacher

Add New Teacher

10 per page
Excel PDF Print Search:

photo	name	email	options
	Teacher A	teachera@example.com	Action edit delete Action
	Teacher B	teacherb@example.com	
	Teacher C	teacherc@example.com	

Showing 1 to 3 of 3 entries

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Managing Parents

- From navigation go to parents
- Here you can see the list of parents of the students of your school in a tabular form
- To add a new parent, click the top right button named add new parent and fill up the informations and save
- For editing or deleting a parent information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting



- dashboard
- student
- teacher
- Parents**
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

All Parents

Add New Parent

10 per page
Excel PDF Print Search:

#	name	email	phone	profession	options
1	Parent A	parenta@example.com			Action
2	Parent B	parentb@example.com			Action
3	Parent C	parentc@example.com			Action
4	Parent D	parentd@example.com			Action
5	Parent E	parente@example.com			Action

Showing 1 to 5 of 5 entries

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Managing Classes

- From navigation go to class > manage classes
- Add new class and assign a teacher for each of them
- View the classes in a tabular form
- Edit and delete class informations



- dashboard
- student
- teacher
- Parents
- class
 - Manage Classes
 - Manage Sections
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

manage class

class list
add class

10 per page

Search:

#	class name	numeric name	teacher	options
1	Play Group	1	Teacher A	Action
2	Nursery	2	Teacher B	Action
3	Prep	3	Teacher C	Action

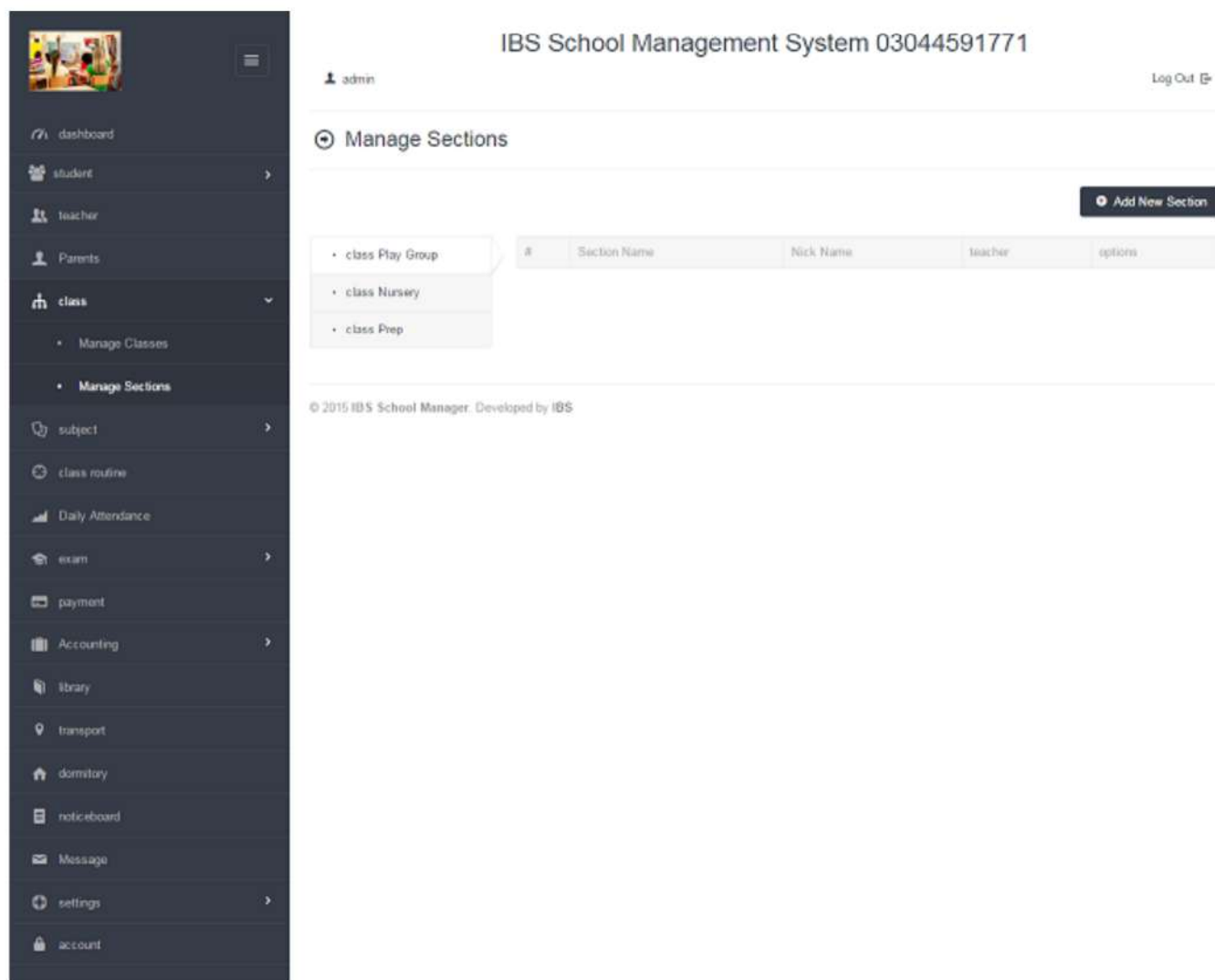
Showing 1 to 3 of 3 entries

1

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Managing Sections

- From navigation go to class > manage sections
- Add new class section for a class and assign a teacher for each of them
- View the class sections in a tabular form class wise
- Edit and delete class section informations



IBS School Management System 03044591771

admin Log Out

Manage Sections

[Add New Section](#)

#	Section Name	Nick Name	teacher	options
• class Play Group				
• class Nursery				
• class Prep				

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Managing Subjects

- From navigation go to subject
- If you have already added classes then under this you will see a list of the classes added. If you haven't created classes, please create class first
- Here you can see the subjects class wise
- Add or edit or delete subjects

The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu. The main content area is titled 'IBS School Management System 03044591771' and shows the user 'admin' with a 'Log Out' link. The 'manage subject' section is active, featuring two tabs: 'subject list' and 'add subject'. The 'add subject' tab is selected, showing a form with three input fields: 'name' (a text box), 'class' (a dropdown menu with 'Play Group' selected), and 'teacher' (a dropdown menu with 'Teacher A' selected). A blue 'add subject' button is at the bottom of the form. At the bottom of the page, there is a copyright notice: '© 2015 IBS School Manager Developed by IBS'.

IBS School Management System 03044591771

admin Log Out

manage subject

subject list add subject

name

class Play Group

teacher Teacher A

add subject

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Managing Class Routines

- From navigation go to class routine
- View all the class routines in accordion
- Add class routine
- Click on the subject name on routine to edit and delete

IBS School Management System 03044591771

admin Log Out

manage class routine

class routine list add class routine

Class Play Group

SUNDAY	
MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	
SATURDAY	

Class Nursery

Class Prep

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Managing Daily Student Attendance

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes



dashboard

student

teacher

Parents

class

subject

class routine

Daily Attendance

exam

payment

Accounting

library

transport

dormitory

noticeboard

Message

settings

account

IBS School Management System 03044591771

admin

Log Out

Manage Daily Attendance

Select Date

Select Month

Select Year

select class

Select Date

24

october

2015

Nursery

Manage Attendance

Saturday

Attendance of class 2

24-10-2015

Update Attendance

roll	name	status
12	student A	

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Managing Exam

Exam list

- From navigation, go to exam > exam list
- Add an exam for all
- Edit and delete exam



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
 - exam list
 - Exam Grades
 - manage marks
 - Send Marks By Sms
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

manage exam

exam list
add exam

10 per page
Search:

exam name	date	comment	options
No data available in table			
Showing 0 to 0 of 0 entries			

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Exam Grades

- From navigation go to exam > exam grades
- Add exam grades as per the requirements of your institution
- Edit or delete exam grades



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
 - exam list
 - Exam Grades**
 - manage marks
 - Send Marks By Sms
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin
Log Out

manage grade

grade list
add grade

name

grade point

mark from

mark upto

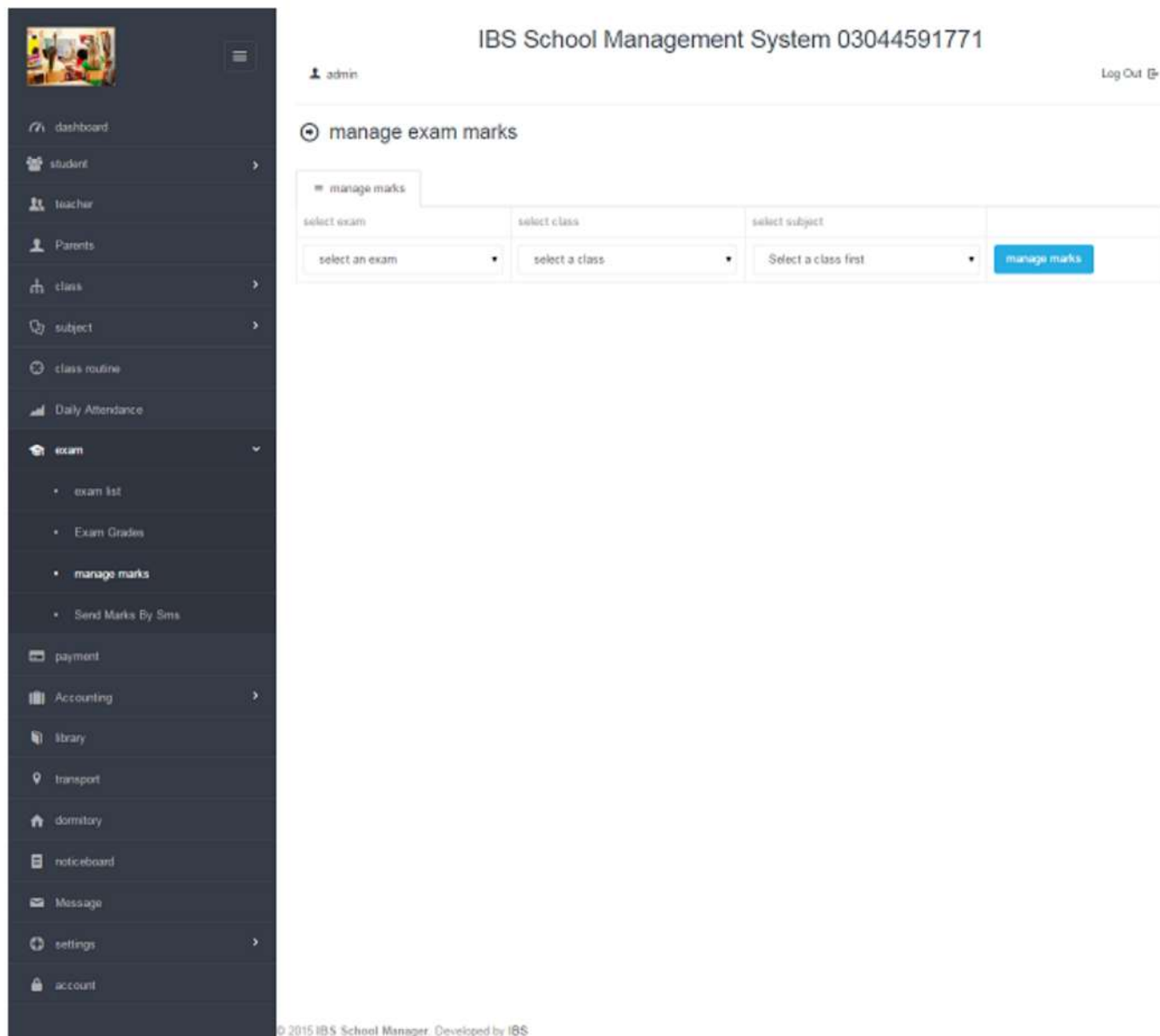
comment

add grade

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Manage exam marks

- From navigation go to exam > manage marks
- Select exam, class and subject and click manage marks for changing or updating marks
- That will bring up the form for updating the students marks for that particular subject
- Enter the marks and click update



The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu. The main content area is white and shows the 'manage exam marks' form. The form includes three dropdown menus for 'select exam', 'select class', and 'select subject', followed by a 'manage marks' button. The sidebar menu is expanded to show the 'exam' category, which includes 'exam list', 'Exam Grades', 'manage marks', and 'Send Marks By Sms'.

IBS School Management System 03044591771

admin Log Out

manage exam marks

manage marks

select exam select class select subject

select an exam select a class Select a class first manage marks

exam

- exam list
- Exam Grades
- manage marks
- Send Marks By Sms

payment

Accounting

library

transport

dormitory

noticeboard

Message

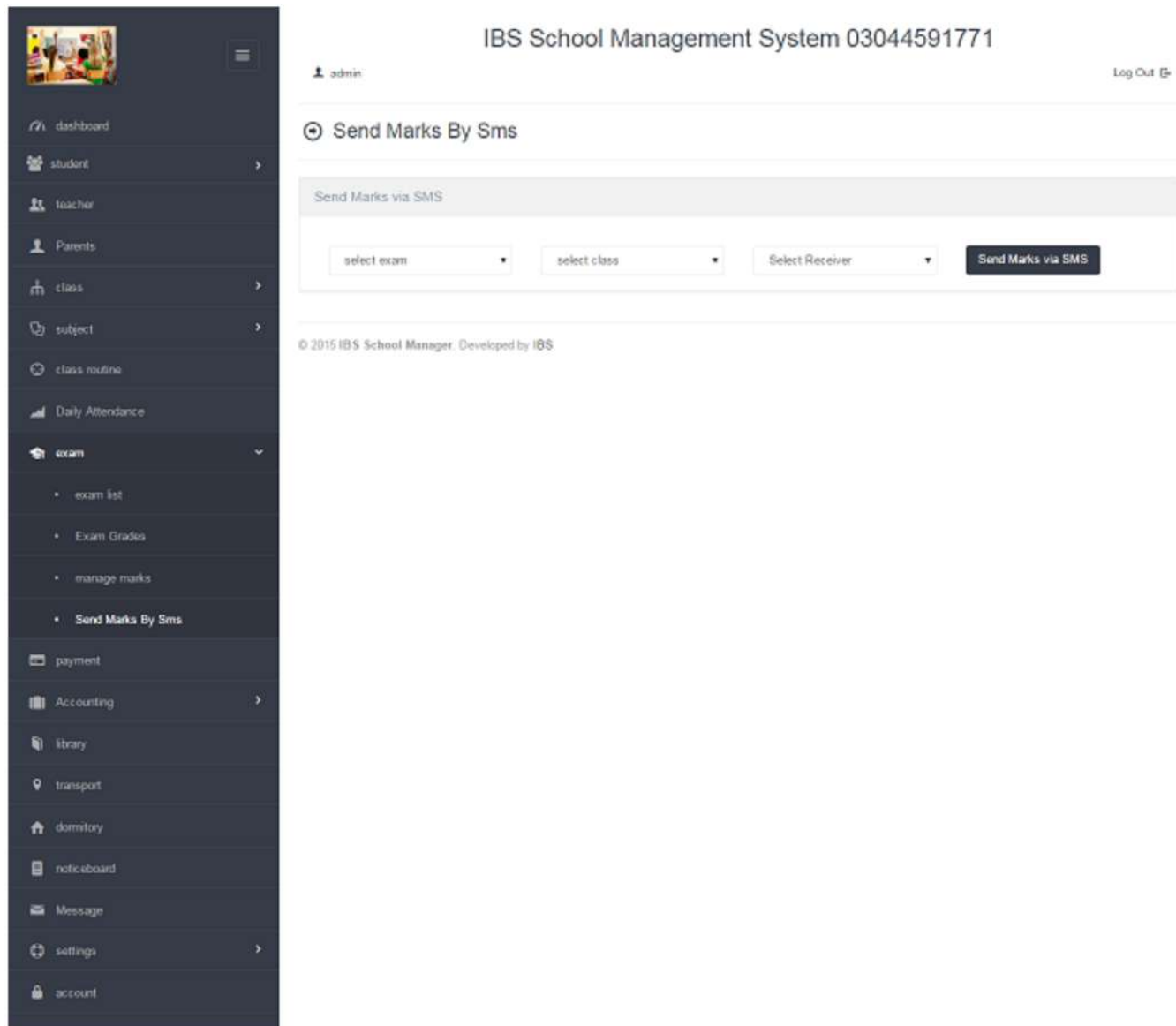
settings

account

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Send exam marks by SMS

- From navigation go to exam > send mark by SMS
- Select exam and class and receiver (students/parents)
- Click the button named send mark via SMS
- That will send SMS with the marks for that exam you have selected if a SMS service is already activated



NOTE:

SMS Integration is only possible is only Possible if thirdebbased SMS API services purchased. It is third party Payment Not Included in Software Charges.

Managing Payments

- From navigation go to payment
- Add invoice and take manual payment multiple time under the same invoice
- If a payment is due, then an option will be there for taking the payment in the action button of the table that contains the list of all the invoices with the basic informations
- Edit or delete invoice



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment**
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

manage invoice/payment

invoice/payment list

add invoice/payment

Invoice Informations

student

class Nursery - roll 12 - student A

title

description

date

Payment Informations

Total

Enter Total Amount

payment

Enter Payment Amount

status

paid

Method

Cash

add invoice

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Accounting

Incomes

- From navigation, go to accounting > incomes
- Here you can see all the incomes for your school that means students fees in a tabular form with their payment time and amount



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting**
 - Income
 - Expense
 - Expense Category
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

Incomes

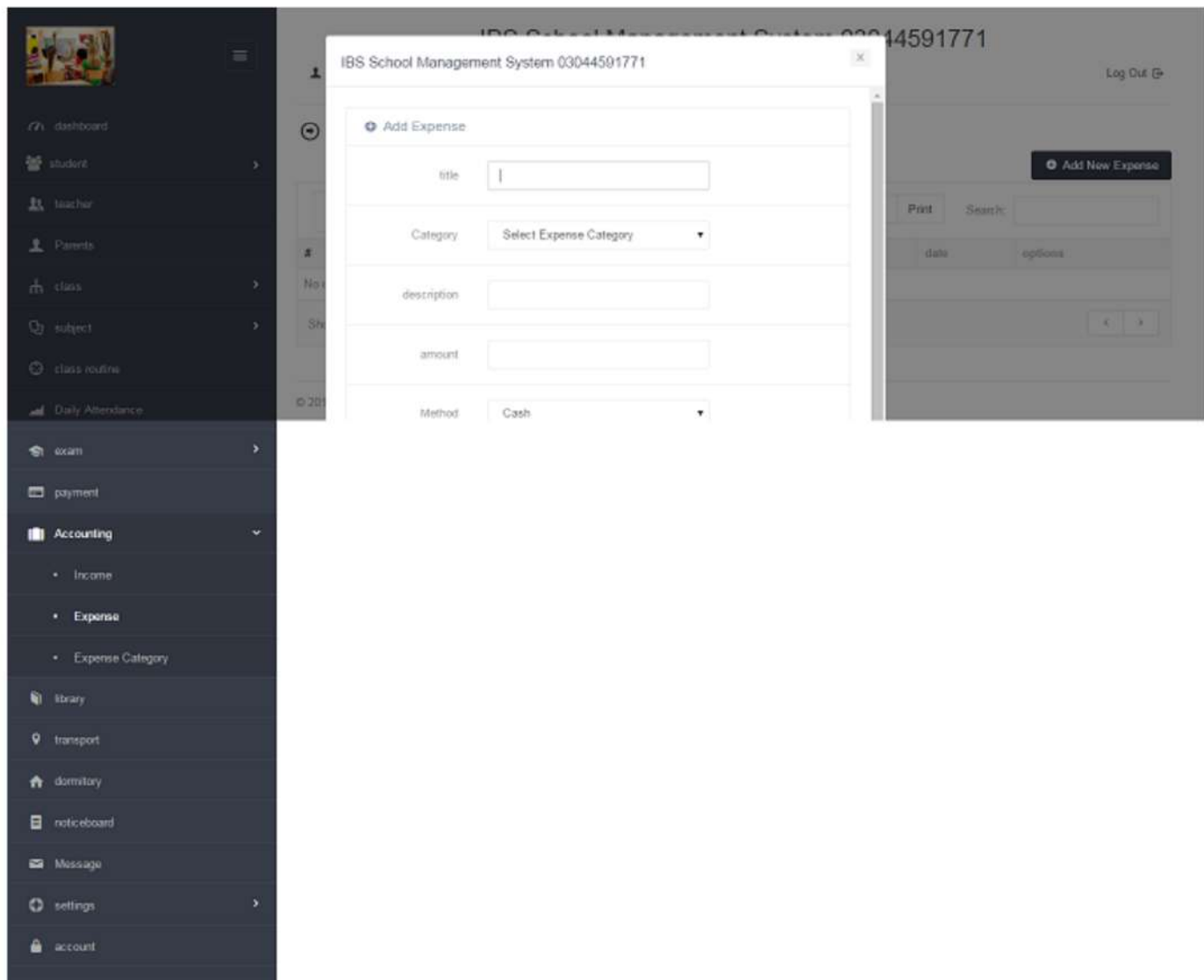
10 per page
Excel PDF Print
Search:

#	title	description	Method	amount	date
No data available in table					
Showing 0 to 0 of 0 entries					

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Expenses

- From navigation, go to accounting > expenses
- Add expenses for the school
- Edit or delete them



Expense category

- From navigation, go to accounting > expense category
- Add expense category
- Edit or delete them



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting**
 - Income
 - Expense
 - Expense Category**
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

Expense Category

[Add New Expense Category](#)

10 per page Excel PDF Print

#	name	options
1	Teacher Salary	Action
2	Classroom Equipments	Action
3	Classroom Decorations	Action
4	Inventory Purchase	Action
5	Exam Accessories	Action

Showing 1 to 5 of 5 entries < 1 >

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Managing Books

- From navigation go to library
- Add books
- Edit or delete them



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library**
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin [Log Out](#)

manage library books

[book list](#)
[add book](#)

10 per page

Search:

#	book name	author	description	price	class	status	options
No data available in table							
Showing 0 to 0 of 0 entries							

[←](#)
[→](#)

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Managing Transport

- From navigation go to transport
- Add transport informations
- Edit or delete them



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport**
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin [Log Out](#)

manage transport

[transport list](#)
[add transport](#)

10 per page

Search:

route name	number of vehicle	description	route fare	options
No data available in table				
Showing 0 to 0 of 0 entries				

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Managing Dormatrics

- From navigation go to dormitory
- Add / edit / delete them



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory**
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin [Log Out](#)

manage dormitory

[dormitory list](#)
[add dormitory](#)

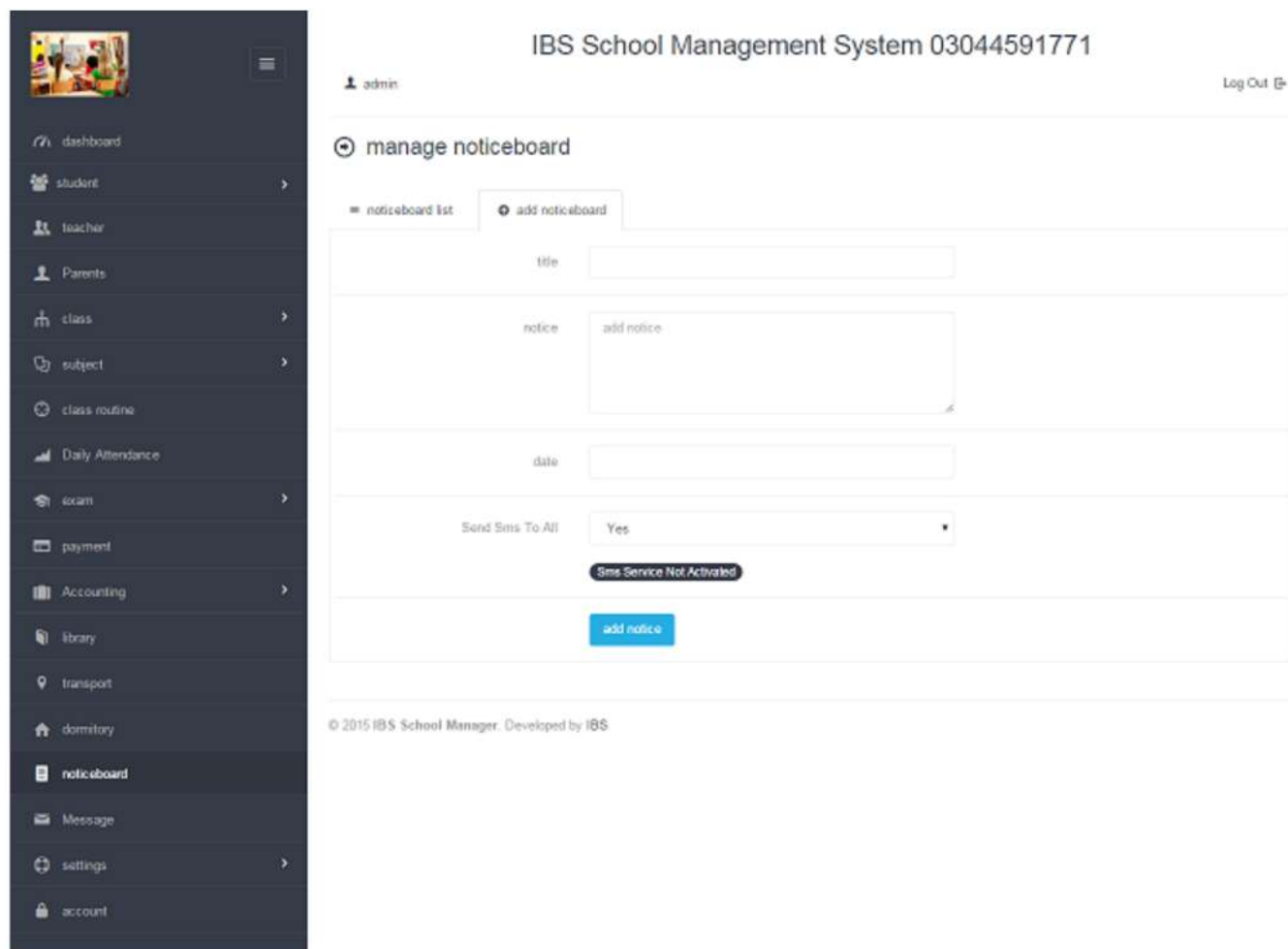
10 per page
Search:

dormitory name	number of room	description	options
No data available in table			
Showing 0 to 0 of 0 entries			

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Managing Notice Board

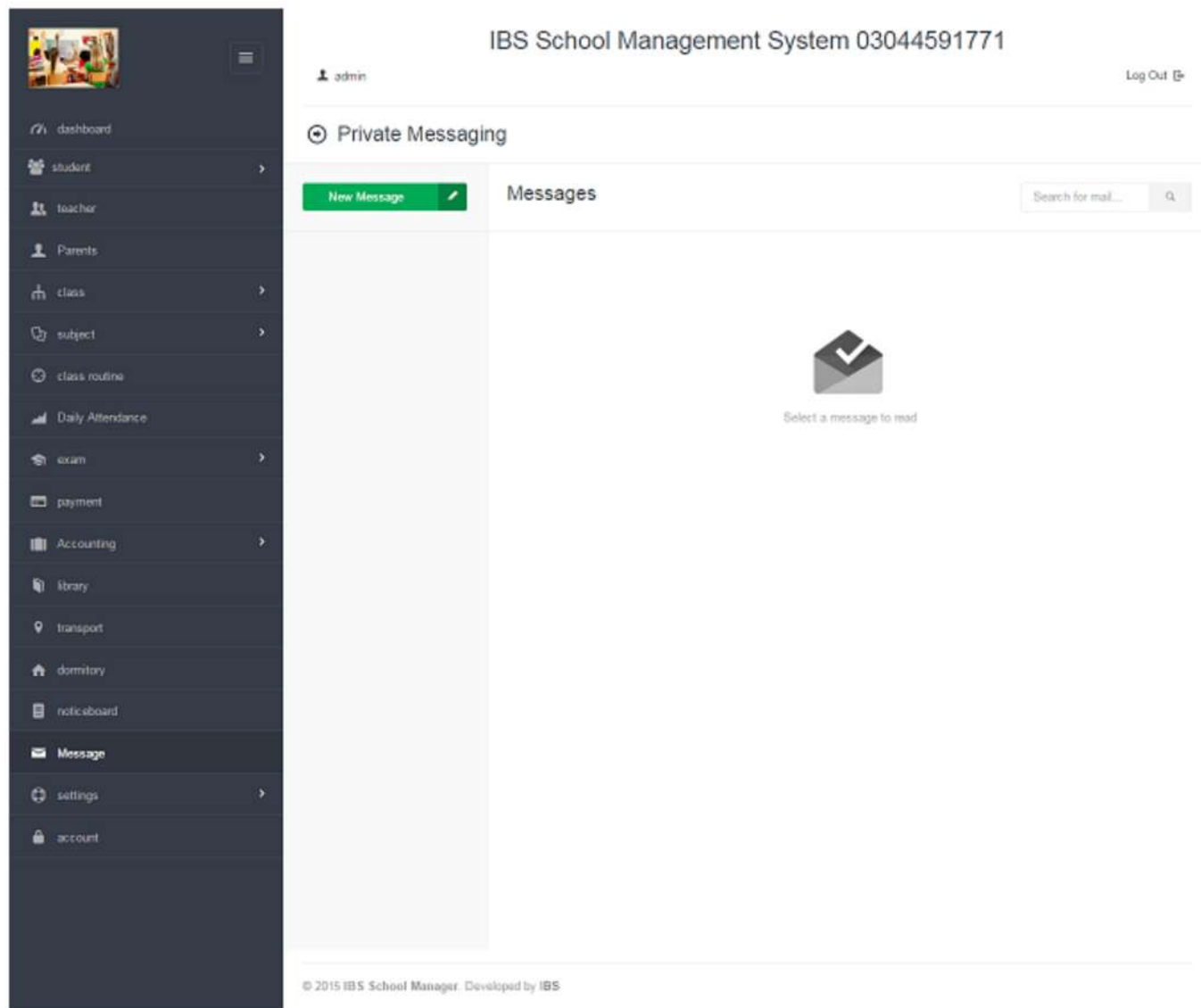
- From navigation go to noticeboard
- Add / edit / delete them
- For sending the notice to all as SMS, select yes while creating the notice
- This will send SMS to all users about that notice



The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu including: dashboard, student, teacher, Parents, class, subject, class routine, Daily Attendance, exam, payment, Accounting, library, transport, dormitory, **noticeboard** (highlighted), Message, settings, and account. The main content area is titled 'IBS School Management System 03044591771' and shows the user 'admin' with a 'Log Out' link. The 'manage noticeboard' section has two tabs: 'noticeboard list' and 'add noticeboard'. The 'add noticeboard' tab is active, showing a form with the following fields: 'title' (text input), 'notice' (text area with placeholder 'add notice'), 'date' (text input), and 'Send Sms To All' (dropdown menu currently set to 'Yes'). A blue 'add notice' button is at the bottom of the form. A red error message 'Sms Service Not Activated' is displayed below the 'Send Sms To All' dropdown. At the bottom of the page, a copyright notice reads: '© 2015 IBS School Manager. Developed by IBS'.

Private Messaging

- From navigation go to message
- Admin can send message to all users
- For sending a message, select user and type the message and click send
- You can also see all the messages sent to you or sent from you



The screenshot displays the 'Private Messaging' section of the IBS School Management System. On the left is a dark sidebar with a navigation menu including: dashboard, student, teacher, Parents, class, subject, class routine, Daily Attendance, exam, payment, Accounting, library, transport, dormitory, noticeboard, Message, settings, and account. The main content area has a header with the system name 'IBS School Management System 03044591771', the user 'admin', and a 'Log Out' link. Below the header, the 'Private Messaging' title is shown with a circular arrow icon. A green 'New Message' button with a pencil icon is on the left. To the right is a search bar labeled 'Search for mail...' with a magnifying glass icon. The central area contains a large envelope icon with a checkmark and the text 'Select a message to read'. At the bottom, a footer states '© 2015 IBS School Manager. Developed by IBS'.



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

Private Messaging

New Message

Write New Message

Recipient:

Select A User

Write Your Message

Send

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System & Theme Setting

- From navigation go to settings > general settings
- You can change basic system settings here and also can select language
- You can also upload logo from here
- On the right of the page there is a panel named theme settings

The screenshot displays the IBS School Management System 03044591771 interface. On the left is a dark sidebar with a navigation menu including: dashboard, student, teacher, Parents, class, subject, class routine, Daily Attendance, exam, payment, Accounting, library, transport, dormitory, noticeboard, Message, settings (expanded), and account. The 'settings' menu is expanded, showing sub-options: General Settings, Sms Settings, and Language Settings. The main content area is titled 'IBS School Management System 03044591771' and shows the user 'admin' with a 'Log Out' link. Below the title is a 'system settings' section with a 'system settings' tab. This tab contains a form with the following fields: system name (IBS School Management System 03044591771), system title (IBS Demo School), address (Lahore, Pakistan), phone (+92(304)4591771), paypal email (onlinekhatta@gmail.com), currency (Rs.), system email (onlinekhatta@gmail.com), language (english), and Text Align (left-to-right). A 'save' button is at the bottom of this form. To the right of the system settings is a 'Theme Settings' panel showing a grid of 12 theme preview images. Below the grid is a button that says 'Select A Theme To Make Changes'. Below the theme settings is an 'Upload Logo' panel with a 'photo' label, a preview of the current logo, a 'Select image' button, and an 'Upload' button. At the bottom of the page, there is a copyright notice: '© 2015 IBS School Manager. Developed by IBS'.

SMS Setting

- From navigation go to settings > sms settings
- Here you will find 2 SMS services, one is Clickatell and another is Twilio
- You have to activate a service first
- Then put the necessary informations for a service

This is third party integration and can be activated against third part payment separately. If require further info please contact Intelligent Business Solution,

IBS School Management System 03044591771

admin Log Out

Sms Settings

Select A SMS Service

Select A Service Twilio

Clickatell Settings

Twilio Settings

save

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Language Setting

- From navigation go to settings > language settings
- Change phrase or add new phrase for a particular language
- Add new language



admin

Log Out

IBS School Management System 03044591771

manage language

Language List

add phrase

add language

language	option
English	edit phrase
Bengali	edit phrase
Spanish	edit phrase
Arabic	edit phrase
Dutch	edit phrase
Russian	edit phrase
Chinese	edit phrase
Turkish	edit phrase
Portuguese	edit phrase
Hungarian	edit phrase
French	edit phrase
Greek	edit phrase
German	edit phrase
Italian	edit phrase
Thai	edit phrase
Urdu	edit phrase
Hindi	edit phrase
Latin	edit phrase
Indonesian	edit phrase
Japanese	edit phrase
Korean	edit phrase

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Account Setting

- From navigation go to account
- Change basic account informations
- Update your password
- Change profile image



- dashboard
- student
- teacher
- Parents
- class
- subject
- class routine
- Daily Attendance
- exam
- payment
- Accounting
- library
- transport
- dormitory
- noticeboard
- Message
- settings
- account

IBS School Management System 03044591771

admin Log Out

manage profile

manage profile

name

Mr. Admin

email

onlinekhata@gmail.com

photo



Select image

update profile

change password

Current Password

new password

confirm new password

update profile

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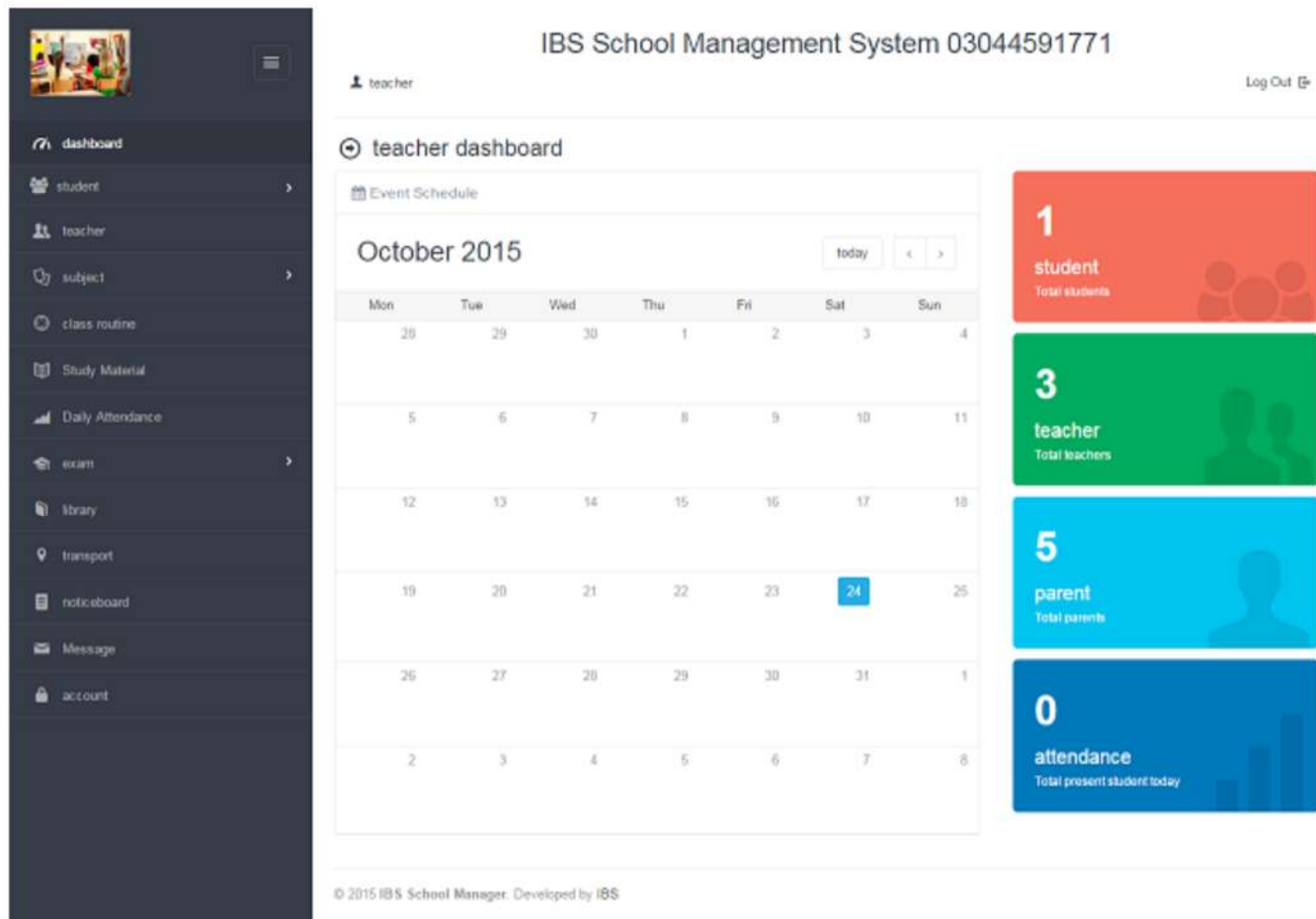
TEACHER PANEL



DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance.

Dashboard also holds a calendar for showing events.



MANAGING STUDENTS

Admit Students

- From navigation, go to student > admit student
- Fill up the necessary informations
- Save student

Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections.

Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

STUDY MATERIALS

- From navigation go to study material
- See the study materials uploaded
- Add new study material
- Edit / Delete them

The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu including: dashboard, student, teacher, subject, class routine, **Study Material** (highlighted), Daily Attendance, exam, library, transport, noticeboard, Message, and account. The main content area is titled "IBS School Management System 03044591771" and shows the user as "teacher" with a "Log Out" link. The "Study Material" section features a table with columns: #, date, title, description, class, Download, and options. The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries". Above the table are controls for "10 per page", "Copy", "CSV", "Excel", "PDF", "Print", and a search bar. A button labeled "Add Study Material" is located in the top right corner of the table area. At the bottom of the main content area, it says "© 2015 IBS School Manager. Developed by IBS".

MANAGING DAILY STUDENT'S ATTENDANCE

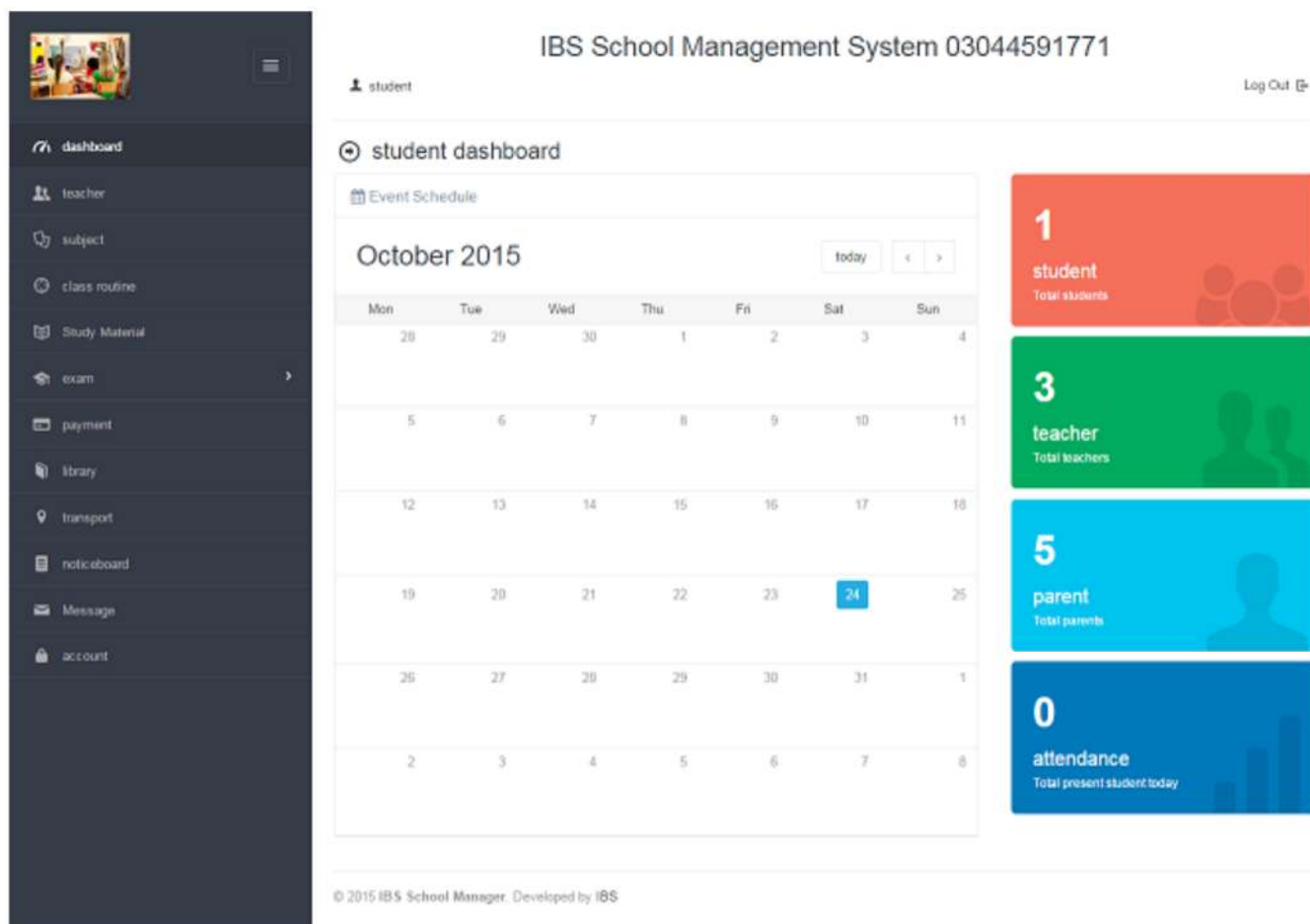
- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes



STUDENT PANEL

DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance. Dashboard also holds a calendar for showing events.



CLASS ROUTINE

- From navigation go to class routine
- View the class routine of the logged in student

EXAM MARKS

- From navigation go to exam > manage marks
- Select exam and subject
- See the mark for the selected exam in the selected subject

STUDY MATERIALS

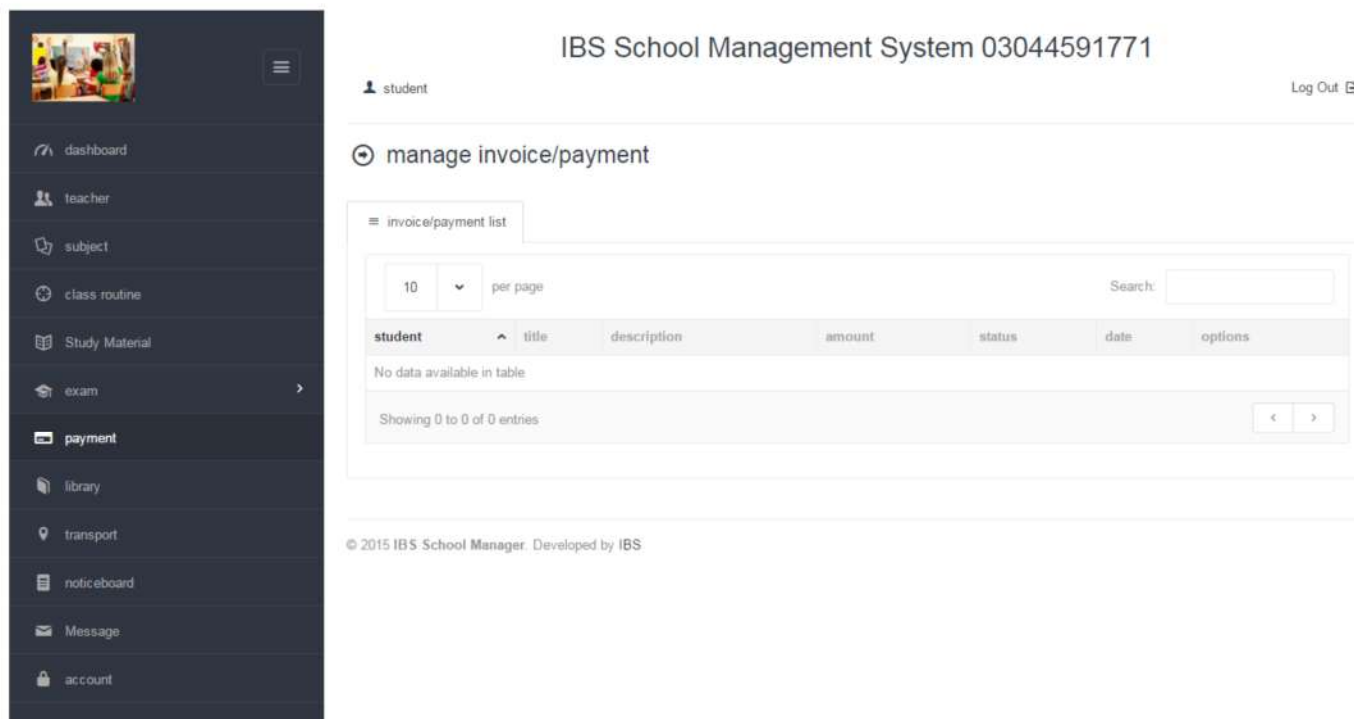
- From navigation go to study materials
- See all the uploaded study materials for your class
- Download the material

PAYMENT / PAY WITH PAYPAL

- From navigation go to payment
- See the list of invoices
- Pay online with paypal for the unpaid invoices

Note:

Said Service is not available in pakista, Countries where Paypal is supported for Payer and Payee there this service activated.



The screenshot displays the IBS School Management System interface. On the left is a dark sidebar with a navigation menu including: dashboard, teacher, subject, class routine, Study Material, exam, payment (highlighted), library, transport, noticeboard, Message, and account. The main content area is titled 'IBS School Management System 03044591771' and shows the user 'student' with a 'Log Out' link. Below the title, there's a section for 'manage invoice/payment'. A sub-section 'invoice/payment list' contains a table with columns: student, title, description, amount, status, date, and options. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A search bar and a 'per page' dropdown (set to 10) are located above the table. At the bottom of the page, a copyright notice reads: '© 2015 IBS School Manager. Developed by IBS'.

COMMUNICATE WITH TEACHERS / ADMIN

- From navigation go to message
- Send new message to teachers and admin
- Get the sent messages to you



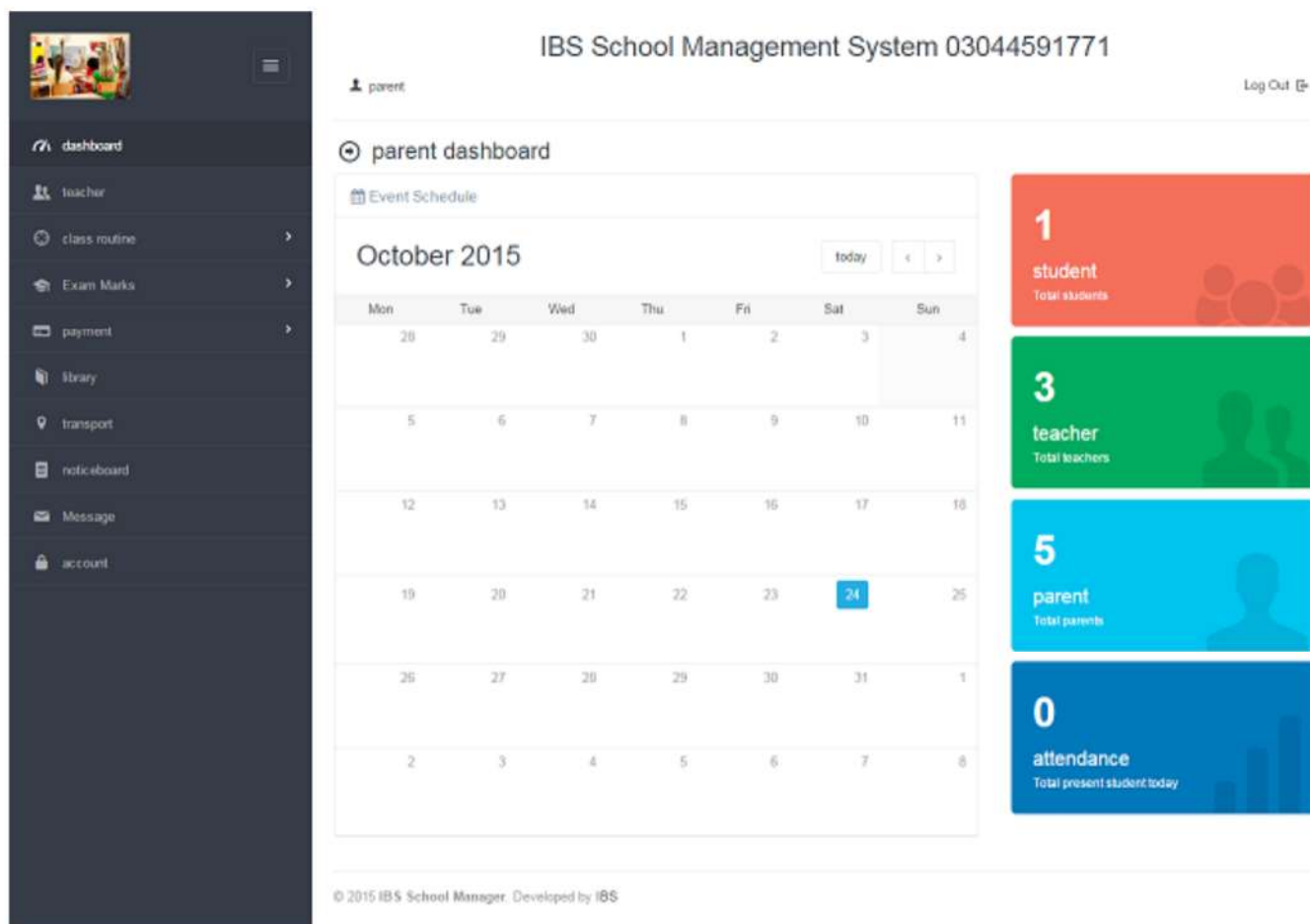


PARENT PANEL



DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance. Dashboard also holds a calendar for showing events.



CHILDREN MARKS

- From navigation go to exam marks
- See the marks of your children individually
- One parent can have multiple children

PAYMENTS

- From navigation go to exam > payment
- View the invoices of your children individually
- Make payment via Paypal online

Note:

Said Service is not available in pakista, Countries where Paypal is supported for Payer and Payee there this service activated.

CLASS ROUTINE

- From navigation go to class routine
- Get the class routine for each of your child separately

MESSAGING

- From navigation go to message
- Send messages to teachers and admin
- Get the messages sent to you.

NOTE

In Revised Version Event Calendar integration has been blocked. If you want to have event announcements please contact to have school.colledge/academy Portal with Academic Calendar